

STANDARD FORM NO. 64

**CONFIDENTIAL***Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 13 May 1957

FROM : Chief, Clerical Training

25X1

SUBJECT: Report Number 19, Week of 7 - 13 May 1957

1. Numbers in Clerical Induction Training. During the week of 7 May there were [ ] people in Clerical Induction Training. 25X1

2. Numbers in Clerical Orientation Training. In Clerical Orientation there were [ ] people for the week of 7 May. 25X1

3. Results of Official Agency Testing Administered by Clerical Induction. The results of the tests administered to the entrance-on-duty employees for the week of 7 May were as follows: 25X1

	Tested	Qualified	
Shorthand	[ ]	[ ]	25X1
Typewriting	[ ]	[ ]	25X1

4. [ ] Joins Clerical Training Staff. On 7 May [ ] joined the staff of Clerical Training to assume the duties of Instructor. [ ] who transferred from PP Staff, will be assigned to the Clerical Refresher Training program. 25X1

5. [ ] Joins Clerical Training Staff. [ ] joined the staff of Clerical Training to assume the duties of secretary to the Chief, Clerical Induction Training. 25X1

6. [ ] Chief, Clerical Orientation, spent Friday, 10 May at [ ] in preparation for the Secretaries Workshop on 20 and 21 May. 25X1

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